



DEPARTMENT OF WATER RESOURCES EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

MATERIALS AND STORES SPECIALIST OPEN/NON-PROMOTIONAL SPOT FOR SACRAMENTO, CONTRA COSTA, MERCED, AND LOS ANGELES COUNTIES

FINAL FILING DATE	March 5, 2013 Application forms (STD 678) and supplemental items must be postmarked, or submitted in person, no later than the final filing date. Applications and supplemental items postmarked or submitted in person after the final filing date will not be accepted for any reason. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.	
WHO SHOULD APPLY	This is an open/non-promotional examination. Candidates who meet the minimum qualifications as stated below may apply for this examination. Applications will not be accepted on a promotional basis.	
HOW TO APPLY	Examination Applications (Form STD 678) and supplemental applications may be mailed or submitted in person to:	
	<u>MAILING ADDRESS:</u>	<u>SUBMIT IN PERSON:</u>
	Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001	Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814
DO NOT SEND APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm , local office of the Employment Development Department, the Department of Human Resources (Cal HR), and their website: www.jobs.ca.gov .		
SALARY RANGE	\$2877 - \$3591	
ELIGIBLE LIST INFORMATION	An open non-promotional eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, March 5, 2013. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement Either I One year of experience performing the duties of a Stock Clerk or Warehouse Worker in California state service. Or II Two years of experience in a supply room or warehouse in work involving the receipt and issuance of a large volume of varied commodities. (Experience in California state service applied toward this requirement must include at least one year at a level of responsibility at least equivalent to that of a Stock Clerk.)	
POSITION DESCRIPTION	This is the advanced journey level in the general storekeeping series. A Materials and Stores Specialist may either (1) lead lower level staff in the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point-of-use warehouse or supply room; or (2) have charge of stores in a small State institution or agency; or (3) assume equivalent duties and responsibilities in assisting a higher grade warehouse supervisor. <i>Positions exist in the counties listed above with the Department of Water Resources.</i>	
ADDITIONAL DESIRABLE QUALIFICATIONS	Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.	
EXAMINATION INFORMATION	Supplemental Application – Weighted 100% Each applicant must complete and submit his/her responses to the Supplemental Items according to the instructions on the following page, by the final file date of March 5, 2013. Applications received <u>without</u> the Supplemental Items will be eliminated from the examination process.	

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION (CONTINUED)	<p><u>GUIDELINES FOR RESPONDING TO THE SUPPLEMENTAL ITEMS:</u></p> <p>When responding to the Supplemental Items, please follow the guidelines below:</p> <ul style="list-style-type: none">• Your responses must be typewritten or generated by computer on 8 ½ x 11” paper.• Your response for each question must <u>not</u> exceed one (1) typed page (12 point Arial font).• Put the examination title and last six digits of your social security number at the top of each page (Please do not put your name).• Make sure your responses are complete, specific, clear and concise.• Answer each item separately and indicate the corresponding number for each response.• Each response will be independently evaluated; therefore, it is important to provide a complete response to each question. <p>NOTE: Resumes, letters and other material WILL NOT be evaluated or considered as responses to the Supplemental Items. The Supplemental Items WILL NOT be substituted for an application or resume.</p> <p>If you are successful in this examination, your name will be placed on the active employment list and certified to fill vacancies. <u>Indicate on your application (STD. 678) under “Examination(s) or Job Titles(s)” section which location(s) you are willing to work:</u></p> <p>Sacramento County (Headquarters) Contra Costa County (Delta Field Division) Merced County (San Luis Field Division) Los Angeles County (Southern Field Division)</p> <p><u>Question #1</u> Describe in detail the safety measures necessary for a warehouse to operate within the appropriate safety policies and procedures. List any certificates or safety training courses you have completed.</p> <p><u>Question #2</u> What steps would you take to prepare and conduct an annual warehouse inventory?</p> <p><u>Question #3</u> As a Materials and Stores Specialist, you will come in contact with customers both internally and externally to the Department of Water Resources. Describe what steps you would take to represent your department by promoting a positive customer interaction and any conflict resolution skills you may have.</p> <p><u>Question #4</u> List the specific steps you would take when receiving goods and identify what documents you would use.</p>
SCOPE OF EXAMINATION	<p>In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the supplemental application will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Modern warehousing methods and practices, including the keeping of, receiving, shipping and inventory records.2. Freight rates and classifications.3. Office of Procurement specifications.4. Regulations involved with consolidated freight shipments and stock array systems.5. Freight claim procedures.6. Inventory and quality control. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Read and write English at a level required for successful job performance.2. Perform heavy physical labor.3. Operate motorized material handling equipment.4. Estimate possible future demands of various supplies based upon past needs.5. Work independently.6. Work and communicate effectively with those contacted in the work.7. Keep accurate records and prepare reports of work done.8. Analyze situations accurately and take effective action.
CAREER CREDITS/ VETERANS PREFERENCE	<p>Career Credits will be granted for this examination. Veterans Preference Credit will be granted in this examination.</p>
<div>GENERAL INFORMATION</div> <p>The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.</p> <p>For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.</p> <p>Applications are available at Department of Water Resources’ (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the Department of Human Resources (CAL HR), and their website: www.jobs.ca.gov.</p> <p>If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.</p> <p>General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.</p> <p>Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.</p> <p>If a candidate’s notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.</p> <p>Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.</p> <p>TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.</p> <p>For information regarding this examination, please contact Samantha Cherry (916) 651-6930.</p> <p>O/NP (Rev. 2/13)</p>	
<div>(SC)</div>	
<div>MATERIALS AND STORES SPECIALISTPB25 - 15062WR79</div>	